



RICK SNYDER
GOVERNOR

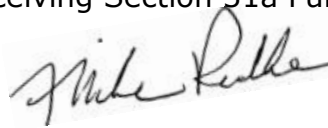
STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

MICHAEL P. FLANAGAN
SUPERINTENDENT OF
PUBLIC INSTRUCTION

June 12, 2012

MEMORANDUM

TO: Michigan Electronic Grants System *Plus* Authorized Officials
for Local Education Agencies Receiving Section 31a Funds

FROM: Michael W. Radke, Ph.D. 
Director, Office of Field Services

SUBJECT: 2011-12 Section 31a Program Report Due July 16, 2012

Local Education Agencies (LEAs) receiving Sections 31a, At-Risk funds are required to submit the 2011-12 Section 31a Program Report by **July 16, 2012**. The 2011-12 Section 31a Program Report is available in Michigan Electronic Grants System *Plus* (MEGS+) at <https://mdoe.state.mi.us/MEGSPlus>. The LEA's MEGS+ Authorized Official (Level 5) must initiate and submit the Section 31a Program Report in MEGS+. If you need to assign a MEGS+ Application Administrator (Level 4) to complete your LEA's 2011-12 Section 31a Program Report; you will need to follow these instructions after initiating your LEA's Section 31a Program Report:

1. Click "View Management Tools" button or the "Management Tools" link from the "Quick Links" bar
2. Click on "Add/Edit People"
3. Enter a name or partial name into the "Person Search" box and click "Search"
4. Click on the box next to the person's name and choose the appropriate MEGS+ level in the "Role" dropdown box and click "Save"

If the 2011-12 Section 31a Program Report is not submitted by July 16, 2012, an amount equal to the LEA's Section 31a August installment will be withheld from the August State Aid payment as required by the language in Section 31a of the State School Aid Act. These funds will be forfeited if the report is not received by September 30, 2012.

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Page 2
June 8, 2012

The "Section 31a Allowable Uses of Funds" document, which is intended to assist your LEA with proper program implementation, is posted on the Office of Field Services (OFS) website at <http://www.michigan.gov/ofc> under Programs, Section 31a At-Risk.

If you have questions regarding the Section 31a program and reporting requirements please contact your OFS Regional Education Field Consultant at 517-373-3743. If you have MEGS+ related questions, please contact Judy Thelen, Analyst, at 517-335-1266 or ThelenJ8@michigan.gov.